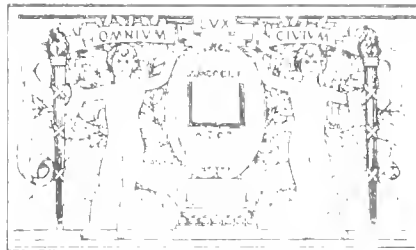


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HOMEOWNERSHIP OPPORTUNITY PROGRAM

INITIAL APPLICATION

FALL 1988 FUNDING COMPETITION

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DUE NO LATER THAN:

TUESDAY, DECEMBER 6, 1988

5:00 P.M.

SECTION A: FILING INSTRUCTIONS

HOMEOWNERSHIP OPPORTUNITY PROGRAM

INITIAL APPLICATION PACKAGE

FALL 1988 FUNDING COMPETITION: FILING INSTRUCTIONS

Seven full sets of the HOP initial application must be submitted **no later than 5:00 p.m. on Tuesday, December 6**, to the:

Homeownership Opportunity Program
Massachusetts Housing Partnership
c/o Executive Office of Communities and Development
100 Cambridge Street, 14th Floor
Boston, MA 02202

HOP initial applications received at the Massachusetts Housing Partnership after 5:00 p.m. on Tuesday, December 6, 1988, **will not be accepted** for consideration during the funding competition.

In addition, one full set of the application package must be submitted by December 6 to the chief elected official of the community in which the project will be located. You may wish to request a receipt for the application provided to the community.

A check for the HOP initial application fee, made out to the Massachusetts Housing Finance Agency, must be submitted with the application package. The fee is \$3 per every \$1,000 of MHFA mortgage financing requested, up to a maximum fee of \$3,000. (The maximum fee for non-profit sponsors is \$500.)

Please refer to the September 1988 guidelines as you prepare this initial application for funding.

Use the following standards for packaging applications:

- o Use 8-1/2" x 11" paper. Do not submit 8-1/2" x 14" documents unless they are included in this application package.
- o Use dividers with clearly marked tabs to separate sections of the application.
- o Mark one of the seven application sets as the set containing all required original signatures and the application fee.
- o Bind each application at the top, using a two-hole center punch.
- o Fold architectural plans and submit three full sets with the application package. **Please do not roll plans.**
- o Enclose required exhibits in the appropriate sections. If you wish to submit information not requested in the application, submit it as a separate section of your proposal and clearly identify it as additional information.

Note: Sponsors of HOP initial applications selected for funding will be invited to submit HOP mortgage applications to the Massachusetts Housing Financing Agency. A list of the documents required in the mortgage application is available at MHFA.

SECTION B: APPLICATION SUMMARY SHEET

B. APPLICATION SUMMARY SHEET

I. Project Identification

Project Name: _____

Site Address:

(Street) _____

(Community) _____

(Zip Code) _____

Developer: _____

Contractor: _____

II. Application Type (Check one box only):

Community-supported _____ Developer-only _____

(A community-supported application must contain sign-offs and support letters from the chief elected official and the chairman of the local housing partnership (if one exists). If an application does not contain these sign-offs and support letters, it is a "developer-only" application.)

III. Number/Percentage of Units

	<u>Number</u>	<u>Percentage of Total Units</u>
Public Housing Units (Ch. 705/Ch. 689)	_____	_____
HOP-assisted units	_____	_____
MHFA-assisted units *	_____	_____
Market units	_____	_____

Total number of units _____

(* MHFA-assisted units are not included in every application)

IV. Number/Percentage of Three-Bedroom Affordable Units

	<u>Number</u>	<u>Percentage of Total Units</u>
Three-bedroom public housing units:	_____	_____
Three-bedroom HOP-assisted units:	_____	_____

V. Comprehensive Permit Information

o Will this project require a comprehensive permit?

Yes _____ No _____

o Has the comprehensive permit been granted?

Yes _____ No _____

o What is the density of the project in units per acre? _____

VI. Requested Financing:

Total MHFA Funds: \$ _____

Total HOP Funds: \$ _____

SECTION C: THE COMMUNITY

C. THE COMMUNITY

I. Community Information

Chief Elected Official (Name) _____

(Title) _____

(Address) _____

(City/Town) _____ (ZIP) _____

(Telephone) _____

Local Housing Partnership (Chair) _____
 (If any) _____
 (Address) _____
 (City/Town) _____ (ZIP) _____
 (Telephone) _____

City/Town Planner (Name) _____
(If any) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

Community Contact Person (Name) _____
for this Project
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

Comprehensive Permit Projects Only:

Chairman, Zoning Board of Appeals

(Name) _____

(Address) _____

(City/Town) _____ (ZIP) _____

(Telephone) _____

II. Local Contributions

A. Which of the following contributions has the community made to the project? Please check:

- ☐ Land Donation _____
- ☐ Building Donation _____
- ☐ Marketing Assistance _____
- ☐ Other Work of Local Staff _____
- ☐ Comprehensive Permit Granted _____
- ☐ Density Increase _____
- ☐ Waiver of Permit Fees _____
- ☐ Local Funds (Cash) _____
- ☐ Amount \$ _____

B. Has the community contributed to the project in ways other than those listed above? If so, please indicate:

III. Local Approvals -- **COMMUNITY-SUPPORTED APPLICATIONS ONLY**

If this application is **community-supported**, please complete this section. (By HOP definition, a community-supported application is supported both by the chief elected official and by the local housing partnership -- if one exists.)

A. Letters of Support

- ☐ Enclose a letter of support for your project from the chief elected official.
- ☐ Enclose a letter of support for your project from the local housing partnership (if one exists).

B. Signatures of Support

Provide the signatures requested below:

Chief Elected Official

Local Housing Partnership

Date

Date

SECTION D: THE PROJECT

D. THE PROJECT

I. Project Information

A. Development Type (Check):

- ☐ Single Family (Detached) _____
- ☐ Single Family
(Attached - Fee Simple) _____
- ☐ Condominiums _____
- ☐ Cooperatives _____
- ☐ Other _____

B. Project Style (Check):

- ☐ Single Family Detached _____
- ☐ Townhouse _____
- ☐ Low-Rise
(less than 35 feet) _____
- ☐ Mid-Rise (30 - 75 feet) _____
- ☐ Other (Specify) _____

C. Construction Type (Check):

- ☐ New Construction _____
- ☐ Rehabilitation _____
- ☐ Stick-built _____
- ☐ Modular/Manufactured _____

Name of Manufacturer Co. _____
Address _____
City/Town _____
Contact Person _____
Phone Number _____
Registration Number _____

D. Unit Summary

	Number _____	Percentage of Total Units _____
Public Housing Authority Units	_____	_____
HOP-assisted Units	_____	_____
MHFA-financed Units *	_____	_____
Market Units	_____	_____
Total Units	_____	_____

E. Unit Composition Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price. Example: The project will contain three HOP units, each with 1200 square feet. One HOP unit will sell for \$75,000; one for \$85,000; and one for \$95,000. Prepare **three separate entries** for the three HOP units.

TYPE OF UNIT	# OF UNITS	# OF BEDROOMS	# OF BATHS	LIVEABLE SQ. FOOTAGE	SALES PRICES
PUBLIC HOUSING					
HOP - ASSISTED					
MHFA * FINANCED					
MARKET UNITS					

* Many applications will contain no MHFA-financed units. An MHFA-financed unit is different from a HOP-assisted unit in sales price limits, household income limits, and mortgage interest rates.

F. Unit Totals by Bedrooms:

Total number of 2 bedroom units: _____
Total number of 3 bedroom units: _____
Total number of 4 bedroom units: _____

G. Affordability Analysis: Calculate the affordability of the HOP-assisted units in the project using the following method. Prepare a separate affordability chart for each HOP unit selling at a different price. **If HOP units are selling for three different prices, prepare three different affordability charts.**

- (a) Unit Price: _____
- (b) Mortgage [(a) x 95%]: _____
- (c) Monthly Mortgage Payment [(b) x .0056842]: _____
- (d) Mortgage Insurance [(b) x .0003125]: _____
- (e) Local Tax Rate: _____ per \$1,000
- (f) Monthly Property Taxes [(a) x (e)/1000/12] _____
- (g) Hazard Insurance [(b) x .0004166]: _____
- (h) Condo Fees: _____
- (i) Total Monthly Costs [c + d + f + g + h]: _____
- (j) Minimum Income Required to Qualify to Purchase [(i) x 12 x 3.57]: _____

H. Summary of Affordability Analysis of HOP-assisted Units

[illegible]

II. Public Housing Units

Attach a letter from the local housing authority indicating interest in purchasing at least 5% of the HOP-assisted units. If you cannot provide such a letter, explain why:

III. Commercial Space

Will any commercial space be developed as part of this project?

Yes _____ No _____

If "yes", please provide the following information:

- o Number of commercial units: _____
- o Total square footage devoted to commercial use: _____
- o Percentage of total project square footage for commercial use: _____

If "yes", what type of commercial business use is proposed?

IV. Amenities

Indicate any special amenities to be included in your project (Check):

Covered Parking	_____	Dishwasher	_____
Garages for all Units	_____	Disposal	_____
Swimming Pool	_____	Individual Washer/Dryer	_____
Tennis Court	_____	Laundry Room	_____
Clubhouse	_____	Exercise Equipment	_____
Whirlpool	_____	Racquetball/Squash Courts	_____
Cable T.V.	_____	T.V. Security	_____
Sauna/Steam Room	_____	Day Care	_____
Other (Specify)	_____		

Will all amenities be available to HOP buyers as well as market buyers?

Yes _____ No _____

If "no", explain the difference in the amenity packages:

V. Condominium Association Fees

o List the costs and services to be included in the condominium fee:

o Will the condominium fee include any developer subsidy?

Yes _____ No _____

If "yes", describe the amount, duration, and focus of the subsidy:

VI. Development Schedule

Complete the chart below by providing the appropriate month and year. If you plan to develop the project in one phase, complete only the first vertical column. If you plan to develop in two and/or three phases, complete the second and/or third columns as well.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>
o Number of Units	_____	_____	_____
o All Permits Granted	_____	_____	_____
o Construction Start	_____	_____	_____
o 50% Complete	_____	_____	_____
o Marketing Start	_____	_____	_____
o 100% Complete	_____	_____	_____
o Initial Occupancy	_____	_____	_____

VII. Subsidies in Addition to HOP Financing

A. Community Development Action Grant (CDAG) Funds

If you are seeking CDAG funds in support of the project, the community in which the project will be located must submit five full sets of the CDAG application with this HOP initial application. In addition, please provide the following information:

o amount of CDAG to be requested \$ _____

o amount of CDAG per affordable unit \$ _____
("affordable" is defined as HOP-
assisted and public housing units)

o proposed use of CDAG funds (check):

Streets/sidewalks _____
Water/sewer _____
Drainage _____
Other (specify) _____

B. Other Public Funds

If you are seeking other public funds in support of your project, provide the following information:

o Funding source: _____

o Amount needed: _____

o Status of Funding Application: _____

SECTION E: THE SITE

E. THE SITE

I. Site Address

Street: _____

Community: _____

Zip Code: _____

II. Site Characteristics

A. Summary description:

B. Total number of acres:

C. Total number of buildable acres:

D. Presence of development constraints:

(Describe any features of the site -- wetlands; unusual slope;
railroad tracks; power lines; location in a historic district;
hazardous waste; etc. -- that may affect development.)

III. Zoning

A. Current zoning:

Zoning classification: _____

Usage allowed: _____

Units per acre allowed: _____

If zoning is "agricultural", have you received notification from the Massachusetts Department of Food and Agriculture of the applicability of Executive Order 193 to the site?

Yes _____ No _____

If "Yes", please include a copy of the letter with this section.

B. Proposed changes to current zoning:

Does this project seek a comprehensive permit?

Yes _____ No _____

If "Yes", please complete page 21.

If "No", please complete page 22.

**COMPLETE THIS PAGE FOR
COMPREHENSIVE PERMIT PROJECTS
ONLY**

1. When was a site approval application filed with MHFA?

(Note: All site approval applications for comprehensive permit projects are due before 5:00 p.m., December 6, 1988.)

2. Has MHFA approved your site application?

Yes _____ No _____

If "Yes", include a copy of the letter with this section.

3. Has the local zoning board of appeals granted the comprehensive permit?

Yes _____ No _____

If "Yes", please attach a copy of the permit with this section. Do not complete the remainder of this page.

If "No", please complete the remainder of this page.

4. When did you file a comprehensive permit application with the local zoning board of appeals?

5. What are the major proposed zoning changes requested in the comprehensive permit application?

6. What is the status of the comprehensive permit application before the local zoning board of appeals?

7. When is the zoning board of appeals expected to rule on the comprehensive permit application?

COMPLETE THIS PAGE ONLY FOR
PROJECTS NOT REQUIRING COMPREHENSIVE
PERMITS

1. Does this project propose a change to current zoning?
Yes _____ No _____
2. If "Yes", describe the proposed change, the necessary approvals process, and the status of the approvals process:
3. If the proposed change is granted, what density, in units per acre, will be allowed on the site?

IV. Other Required Permits

Indicate any other permits or approvals which must be obtained prior to the start of construction:

<u>Permit</u>	<u>Application Filed</u>	
Conservation Commission _____	Yes _____	No _____
Environmental Impact Report _____	Yes _____	No _____
DEQE Sewage Treatment Plant _____	Yes _____	No _____
DPW / MDC Curb Cut _____	Yes _____	No _____
Other (Specify) _____		
_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____

V. Site Control

A. If you currently own the site, attach a copy of the executed purchase and sale agreement. In addition, provide verification of the cost of the land at the last arms-length transaction.

B. If you currently hold an option to purchase the site, provide the following information:

1. Name and address of seller: _____

2. Proposed selling price: _____

3. Expiration date of option agreement: _____

(Note: Attach a full copy of the option agreement with this section.)

- C. If you neither own the site nor hold an option to purchase, describe the current ownership of the property and how you intend to obtain site control.

VI. Necessary Infrastructure

A. Water

1. If municipal water service is intended, is it available and approved for the number of units this project will contain?

2. If municipal water service is intended but not approved, describe the process and timetable for obtaining necessary approvals.

3. If water will be provided through individual wells, describe the process and timetable for obtaining necessary approvals.

B. Sewer

1. If municipal sewer service is intended, is it available and approved for the number of units this project will contain?

2. If municipal sewer service is intended but not approved, describe the process and timetable for obtaining approvals.

3. If a system other than municipal service is intended -- individual septic tanks, a package treatment plant, or another system -- describe the type of system proposed, the approvals process for the intended system, and the status of necessary approvals.

C. Roadways

Will new roadways be required in support of this development?

Yes _____ No _____

If "Yes", describe the approvals process for the new roadways.

VII. Directions to the Site

Provide detailed site directions from Boston. Directions should include visual indicators of the site. If possible, provide a photograph of the site with markers.

VIII. Community/Area Map of the Site

Enclose a map of the community, with the site clearly marked. Also mark the location of any sales comparables used in the market study.

(OPTIONAL)

IX. Aerial Map of the Site

If possible, provide an aerial photo of the site. Mark the site and identify surrounding land uses.

SECTION F: THE DEVELOPMENT TEAM -- MEMBERS AND EXPERIENCE

F. THE DEVELOPMENT TEAM -- MEMBERS AND EXPERIENCE

I. Development Team Principals:

o Developer	(Name)	_____
	(Firm Name)	_____
	(Tax ID No.)	_____
	(Address)	_____
	(City/Town)	_____ (ZIP) _____
	(Telephone)	_____
o Contractor/Builder	(Name)	_____
	(Firm Name)	_____
	(Tax ID No.)	_____
	(Address)	_____
	(City/Town)	_____ (ZIP) _____
	(Telephone)	_____
o Architect/Engineer	(Name)	_____
	(Firm Name)	_____
	(Registration No.)	_____
	(Address)	_____
	(City/Town)	_____ (ZIP) _____
	(Telephone)	_____
o Attorney	(Name)	_____
	(Firm Name)	_____
	(Address)	_____
	(City/Town)	_____ (ZIP) _____
	(Telephone)	_____
o Marketing Agent	(Name)	_____
	(Firm Name)	_____
	(Address)	_____
	(City/Town)	_____ (ZIP) _____
	(Telephone)	_____

II. Team Experience -- Developer and Contractor

- A. Complete the charts on the following pages for all housing projects undertaken by the developer and contractor during the past three years. Include projects currently in construction as well as completed.

[illegible]

[illegible]

SECTION G: THE DEVELOPMENT TEAM -- AFFIRMATIVE ACTION

G. THE DEVELOPMENT TEAM -- AFFIRMATIVE ACTION

I. Development Team Profile

List all professional persons and business entities that will be working on this project (architects, lawyers, contractors, appraisers, engineers, consultants, etc.). Indicate whether any of the individuals or businesses are minority or women-owned. For all businesses that are not minority or women-owned, provide a breakdown of staff by race and sex of persons in each position.

	<u>Minority-Owned</u>		<u>Women-Owned</u>	
Developer	Yes ____	No ____	Yes ____	No ____
Architect	Yes ____	No ____	Yes ____	No ____
Engineer	Yes ____	No ____	Yes ____	No ____
Attorney	Yes ____	No ____	Yes ____	No ____
Marketing Agent	Yes ____	No ____	Yes ____	No ____
Contractor	Yes ____	No ____	Yes ____	No ____
Sub-Contractor(s)	Yes ____	No ____	Yes ____	No ____
Other (Specify)				
_____	Yes ____	No ____	Yes ____	No ____
_____	Yes ____	No ____	Yes ____	No ____
_____	Yes ____	No ____	Yes ____	No ____

II. Percentage of Ownership

Provide the name, address, and telephone number of a contact person at each minority/women-owned firm identified above. In addition, provide a profile of the number percentage of minorities and/or women employed by those firms. Enclose a separate sheet if necessary.

III. Project Affirmative Action Plan Program: Developer

The Massachusetts Housing Finance Agency (MHFA) requires all developers seeking MHFA financing to seek out qualified minority and female businesses and use their services. It is an objective of MHFA to create opportunities for minorities and women -- both individuals and business firms -- to participate in all phases of the design, construction, and maintenance of MHFA projects. This objective is fully consistent with the public purpose of integrating people of both sexes and of all races into the mainstream of our economy.

1. Give the name, title, and phone number of the person on the developer's staff who will be responsible for approval and monitoring of the development team's effort to meet equal opportunity and affirmative action goals and objectives.

(Name) _____

(Title) _____

(Phone No.) _____

2. Explain in detail the developer's program to ensure that the project's affirmative action plan program is in effect during all phases of the proposed project. Specify methods of assistance, monitoring and enforcement which will be used by the development team in the areas of marketing and construction.

III. Project Affirmative Action Plan Program: Contractor

1. What is the current minority and female composition of the contractor's staff?
2. Attach a list providing the following information for all projects constructed by the general contractor during the past 3 years:

Project Name:
Location:
Percentage Minority Staffing:
Percentage Female Staffing:

Minority Business Utilization:

MBE dollar amount: _____
Percentage of total
construction dollars: _____

Female Business Utilization:

WBE dollar amount: _____
Percentage of total
construction dollars: _____

3. Give the name, title, and phone number of the general contractor's staff person(s) responsible for the E.O. and affirmative action program planning, implementation, and goals attainment for the proposed project.

(Name): _____
(Title): _____
(Phone No.): _____

4. Business Participation:

What specific affirmative action goals and objectives are planned by the general contractor to ensure the use of 10% minority and 5% female businesses.

5. Workforce Participation:

State all E.O. hiring procedures, affirmative action outreach methods and resources which will result in the employment of 10% minority and 5% female in the construction of the development.

Has the general contractor identified any anticipated barriers to affirmative action and equal opportunity goals; if so, what alternative actions are planned to overcome these barriers?

V. Affirmative Fair Marketing -- Outreach, Barriers, Strategies

A. Outreach

Indicate below which group(s) in the housing market area are least likely to apply for housing, because of its location and other factors, unless special outreach efforts are made:

White (non-Hispanic) _____
Black (non-Hispanic) _____
American Indian _____
Hispanic _____
Asian _____

B. Affirmative Fair Marketing Barriers

Indicate those factors that you anticipate may or will prevent the above groups from applying:

_____ Location of project
_____ Proximity to transportation
_____ Racial hostility
_____ Type of housing
_____ Current and/or past patterns of segregation
_____ Access to project advertising
_____ Language barriers
_____ Distance from usual social services/social activities
_____ Current or past patterns of discrimination
_____ Distance from church, or religious institutions
_____ Others

C. Affirmative Fair Marketing Strategies

Indicate strategies and resources to be used for outreach:

_____ Minority media
_____ Community contact groups
_____ Church newsletters
_____ Local fair housing committee
_____ Minority occupants of other housing managed by management agent
_____ Owner-sponsored trips to project site
_____ Professionals representing outreach groups (ministers, doctors, social workers, employers, etc.)
_____ Other

- o What is the minority female composition of the marketing agent's workforce?

SECTION H: THE DEVELOPER -- REFERENCES AND CREDIT ANALYSIS

H. THE DEVELOPER -- REFERENCES AND CREDIT ANALYSIS

I. Developer References

The developer must fill out the following pages for his/her three most recently-completed housing projects.

--- PROJECT # 1 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

<u>Development Type:</u>	<u>Housing Type:</u>	<u>Project Style:</u>
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

DEVELOPER REFERENCES

--- PROJECT # 2 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

<u>Development Type:</u>	<u>Housing Type:</u>	<u>Project Style:</u>
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

DEVELOPER REFERENCES

--- PROJECT # 3 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

<u>Development Type:</u>	<u>Housing Type:</u>	<u>Project Style:</u>
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

II. Construction Financing Status

A. Loan Amount Required \$ _____

B. Legal Name of Borrower(s): _____

Corporate Tax I.D. #: _____

Social Security #: _____
(for Individuals)

C. Status of loan:

Applied For: _____

Conditional Commitment: _____ (If yes, attach letter)

Commitment Letter: _____ (If yes, attach letter)

Collateral Required: _____

D. Construction Lender: _____

Contact: _____

Address: _____

Telephone: _____

III. Credit History

A. Legal name of borrower: _____

B. Construction loan applied for or to be applied for: \$ _____

C. List real estate loans paid:

<u>Project Name</u>	<u>Lender</u>	<u>Amount</u>	<u>Terms</u>	<u>Date Opened</u>	<u>Date Paid</u>
---------------------	---------------	---------------	--------------	--------------------	------------------

D. List real estate loans outstanding:

<u>Project Name</u>	<u>Lender</u>	<u>Amount</u>	<u>Terms</u>	<u>Date Opened</u>	<u>Amount Pd. To Date</u>
---------------------	---------------	---------------	--------------	--------------------	-------------------------------

E. List three other loan references:

IV. Schedule of Real Estate Holdings

The information requested below must be submitted for the mortgagor of each proposed project. If the mortgagor is a limited partnership, a separate submission must be made for each general partner.

Project Name: _____
Location: _____
Proposed Mortgagor: _____
Address of Mortgagor: _____
General Partner(s): _____

Properties Owned by Proposed Mortgagor

Name of Property: _____ # of Units: _____
Market Value: _____
Address: _____
City: _____
Owner: _____
Mortgagee: _____
Address: _____
Contact/Telephone: _____
Defaults: _____
Public Subsidy: _____
Tax Assessor
Address: _____
Delinquencies: _____
Liability Ins. Agent: _____
Address/Telephone: _____

Name of Property: _____ # of Units: _____
Market Value: _____
Address: _____
City: _____
Owner: _____
Mortgagee: _____
Address: _____
Contact/Telephone: _____
Defaults: _____
Public Subsidy: _____
Tax Assessor
Address: _____
Delinquencies: _____
Liability Ins. Agent: _____
Address/Telephone: _____

Attach separate sheets as necessary

V. Credit Reference Authorization -- Developer

Name of Principal: _____

Social Security #: _____

Home Address: _____

Telephone: () _____

I hereby give my consent to have the Massachusetts Housing Finance Agency and their assigned credit bureau obtain any and all information regarding my employment, checking and or savings accounts, credit obligations, and all other credit matters which they may require in connection with my application for a commitment of MHFA mortgage funds under the Homeownership Opportunity Program. This form **MAY BE REPRODUCED AND THAT COPY SHALL BE AS EFFECTIVE AS THE ORIGINAL CONSENT** which I have signed.

I am aware that the assigned credit bureau may call me to clarify information obtained in my application or credit history in order to expedite the processing of my application. I can be reached at the following telephone numbers during the day:

Number: () _____ Times available: From _____ To _____

Signature

Date

I hereby certify this to be a true and correct copy of the original.

Signature

Print name and title

VI. Financial Statements -- Form 92417

Financial statements for individuals must be on the attached form 92417; must be completed and signed in accordance with the instructions; and must be current within six months of the date of the application for HOP funding. Financial statements for corporations must be prepared by a certified public accountant or a public accountant independent from the corporation. The statement may be audited or not audited but must contain the certified public accountant's or public accountant's opinion as to the statement. An audited statement must be current within one year. An unaudited statement must be current within six months.

VII. Instructions for Completing Personal Financial and Credit Statement

Preface

The combined financial statements of the developers must demonstrate available working capital of 5% and net worth of 15% of the proposed construction loan. Non-profit developers of limited dividend projects are exempt from the net worth requirement.

We request that you use the following guidelines in completing your Personal Financial and Credit Statement.

Current Assets

Cash on hand in banks: A copy of your most recent bank statement and/or passbook showing the current balance must be included (Exhibit 17) for each account listed in this section of the Personal Financial and Credit Statement.

Accounts Receivable and Notes Receivables: For amounts listed, also complete the section entitled, "Accounts and Notes Receivable". If account receivables include syndication proceeds, list syndicator's name, address, phone number, and contact person, and project name and address.

Stocks and Bonds: In lieu of completing Schedule A, a current broker's statement may be submitted.

Real Property: The amount entered in the "Real Property at Net" section of Assets should be determined after completing Schedule B-Real Property.

Other Assets: Include IRA and Keough Accounts with depository name and account numbers. If personal property is included, describe and attach method by which property has been valued. For all personal property included, list current portion of personal debt under liabilities section, "Debt Payable in less than one year secured by chattel mortgages or other liens on assets".

Current Liabilities

Accounts Payable and Notes Payable: For amounts listed, also complete the section entitled, "Accounts and Notes Payable".

Debts payable in less than one year (secured by mortgages on land and buildings): Include the portion of current payments for mortgages on land and buildings which are not self-supporting. Do not include current mortgage payments for personal residence(s) or self-supporting income property(s).

Debts payable in less than one year (secured by chattel mortgages or other liens on assets): Only include current portion of debt for assets which are listed in the appropriate section of the Personal Financial and Credit Statement.

Pledged Assets: Indicate type of asset pledged to secure letters of credit, passbook loans, and accounts used for purchase of stock options, etc.

Personal Financial and Credit Statement

U.S. Department of Housing
and Urban Development
Office of Housing —
Federal Housing Commissioner



OMB No. 2502-0001 (Exp. 6-30-80)

Project Name		Number	Location	
Statement of		Date	Address	
Assets			Liabilities and Net Worth	
Cash on hand in banks (Name of depository)	Balance	Total	Accounts Payable	\$
	\$		Notes Payable	
			Debts payable in less than one year (secured by mortgages on land and buildings)	
			Debts payable in less than one year (secured by other mortgages or other liens on assets)	
Accounts Receivable	\$	\$		\$
Less: Doubtful Accounts				
Notes Receivable	\$		Other current liabilities (describe)	
Less: Doubtful Notes				\$
Stocks and Bonds — Market Value (Schedule A — reverse side)				
Other Current Assets (describe)		\$	Total Current Liabilities:	\$
	\$		Debts payable in more than one year (secured by mortgages on land and buildings)	
			Debts payable in more than one year (secured by other mortgages or other liens on assets)	
Total Current Assets				
Real Property — at net* (Schedule B — reverse side)			Other liabilities (describe)	
Machinery Equipment and Fixtures — at net				\$
Life Insurance (Cash value less loans)				
Other Assets (describe)				

Total Assets	
*Cos. including improvement	
Accounts and Notes	
Type (P, E, R or O)	Name
Type (P, E, R or O)	Name
Type (P, E, R or O)	Name
Life Insurance	
Delinquencies	
Type Liability	
Type Liability	

Personal Financial and
Credit Statement

U.S. Department of Housing
and Urban Development
Office of Housing —
Federal Housing Commissioner



OMB No. 2502-0001 (Exp. 6-30-86)

Project Name		Number	Location	
Statement of		Date	Address	
Assets				
Cash or funds in banks (name of depository)		Balance	Total	
		\$		
			\$	
Accounts Receivable		\$		
Less Doubtful Accounts				
Notes Receivable		\$		
Less Doubtful Notes				
Stocks and Bonds — Market Value (Schedule A — reverse side)				
Other Current Assets (describe)		\$	Total Current Assets	
			\$	
Real Property — at net* (Schedule B — reverse side)			Other liabilities (describe)	
Machinery Equipment and Fixtures — at net			\$	
Life Insurance (Cash value less loans)				
Other Assets (describe)		\$	Total Liabilities	
			\$	
Total Assets		\$	Total Liabilities and Net Worth	
			\$	
*Cost including improvements less depreciation				
Accounts and Notes Receivable				
Type (P, E, R or O)	Name	Partner (P), Employee (E), Relative (R), or Other (O)	Address	Maturity Date Amount
Type (P, E, R or O)	Name		Address	Maturity Date Amount
Type (P, E, R or O)	Name		Address	Maturity Date Amount
Life Insurance		Face Value	Beneficiary	
Delinquencies				
Type Liability	Amount	Circumstances		
Type Liability	Amount	Circumstances		
Type Liability	Amount	Circumstances		
Accounts and Notes Payable				
Type (P, E, R or O)	Name	Address	Amount	Maturity Date
Type (P, E, R or O)	Name	Address	Amount	Maturity Date
Pledged Assets				
Type Pledged	Amount	Offsetting Liability		
Type Pledged	Amount	Offsetting Liability		
Type Pledged	Amount	Offsetting Liability		

Note: If more space is required use a separate sheet of paper.

Replaces FHA 2417 which is obsolete.

Legal Proceedings in any legal proceedings have been instituted by creditors or any unassigned judgments remain on record give full details

Schedule A — Stocks and Bonds

[illegible]

Schedule B — Real Property (Indicate Private Residence If any)

[illegible]

The following information was obtained from my review of the records of the Department of Social Services, New York City, regarding the case of the above-named individual.

[illegible]

Bank and/or Trade References

[illegible]

I hereby certify that the foregoing figures and the statements contained here, submitted to obtain mortgage insurance under the National Housing Act, are true and give a correct showing of my financial condition as of this date.

[illegible]

Warning — U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions"; provides in part "Whoever, for the purpose of . . . influencing in any way the action of such Administration . . . makes, utters, or publishes any statement or estimate . . . which is known by him to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

SECTION I: THE CONTRACTOR -- REFERENCES AND CREDIT ANALYSIS

I. THE CONTRACTOR -- REFERENCES AND CREDIT ANALYSIS

I. Contractor References

The contractor must fill out the following pages for his/her three most recently-completed housing projects.

--- PROJECT # 1 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

Development Type:	Housing Type:	Project Style:
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

CONTRACTOR REFERENCES

--- PROJECT # 2 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

Development Type:	Housing Type:	Project Style:
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

CONTRACTOR REFERENCES

--- PROJECT # 3 ---

Project Name: _____

Location: _____

Total Units: _____

Date Completed: _____

Development Type:	Housing Type:	Project Style:
Rental _____	Single Family Detached _____	Townhouse _____
Ownership _____	Single Family Attached _____	Low-Rise _____
Commercial _____	Condominium _____	Mid-Rise _____
	Cooperative _____	High-Rise _____

Total Development Cost: \$ _____

Total Sales: \$ _____

Construction Loan Amount: \$ _____

Construction Lender: _____

Contact Person: _____

Address: _____

_____ Zip Code: _____

Telephone: _____

11. Contractor -- Credit And Financial Analysis

A. If the general contractor is a Massachusetts corporation, indicate year of incorporation _____.

Name: _____

Address: _____

Telephone #: () _____ Tax I.D. _____

B. If the general contractor is incorporated in a state other than Massachusetts, indicate state _____ and year of incorporation _____.

Name: _____

Address: _____

Telephone #: () _____ Tax I.D. _____

C. If the general contractor is a corporation and is a subsidiary of another corporation, list the following information for parent company:

Name: _____

Address: _____

Telephone #: () _____ Tax I.D. _____

If A, B, or C is filled in, attach corporate financial statement.

D. If the general contractor is an individual, list:

Name: _____

Address: _____

Telephone #: () _____ S. S. #: _____

If more than one individual, please include the above information for each person involved.

E. If the general contractor is a partnership or using a trade style name, list the individual(s) below:

Name: _____

Address: _____

Telephone #: () _____ S.S. #: _____

Trade Style Name: _____

If more than one individual, please include the above information for each person involved.

If D or E is filled in, complete HUD Form 92417 -- Personal Financial and Credit Statement -- beginning on page 56.

111. Credit Reference Authorization -- General Contractor

Name of Principal: _____

Social Security #: _____

Home Address: _____

Telephone: () _____

I hereby give my consent to have the Massachusetts Housing Finance Agency and their assigned credit bureau obtain any and all information regarding my employment, checking and or savings accounts, credit obligations, and all other credit matters which they may require in connection with my application for a commitment of MHFA mortgage funds under the Homeownership Opportunity Program. This form **MAY BE REPRODUCED AND THAT COPY SHALL BE AS EFFECTIVE AS THE ORIGINAL CONSENT** which I have signed.

I am aware that the assigned credit bureau may call me to clarify information obtained in my application or credit history in order to expedite the processing of my application. I can be reached at the following telephone numbers during the day:

Number: () _____ Times available: From _____ To _____

Signature

Date

I hereby certify this to be a true and correct copy of the original.

Signature

Print name and title

IV. Financial Statements -- Form 92417

Financial statements for individuals must be on the attached form 92417; must be completed and signed in accordance with the instructions; and must be current within six months of the date of the application for HOF funding. Financial statements for corporations must be prepared by a certified public accountant or a public accountant independent from the corporation. The statement may be audited or not audited but must contain the certified public accountant's **or** public accountant's opinion as to the statement. An audited statement must be current within one year. An unaudited statement must be current within six months.

V. Instructions for Completing Personal Financial and Credit Statement

Preface

The combined financial statements of the developers must demonstrate available working capital of 5% and net worth of 15% of the proposed construction loan. Non-profit developers of limited dividend projects are exempt from the net worth requirement.

We request that you use the following guidelines in completing your Personal Financial and Credit Statement.

Current Assets

Cash on hand in banks: A copy of your most recent bank statement and/or passbook showing the current balance must be included (Exhibit 17) for each account listed in this section of the Personal Financial and Credit Statement.

Accounts Receivable and Notes Receivables: For amounts listed, also complete the section entitled, "Accounts and Notes Receivable". If account receivables include syndication proceeds, list syndicator's name, address, phone number, and contact person, and project name and address.

Stocks and Bonds: In lieu of completing Schedule A, a current broker's statement may be submitted.

Real Property: The amount entered in the "Real Property at Net" section of Assets should be determined after completing Schedule B-Real Property.

Other Assets: Include IRA and Keough Accounts with depository name and account numbers. If personal property is included, describe and attach method by which property has been valued. For all personal property included, list current portion of personal debt under liabilities section, "Debt Payable in less than one year secured by chattel mortgages or other liens on assets".

Current Liabilities

Accounts Payable and Notes Payable: For amounts listed, also complete the section entitled, "Accounts and Notes Payable".

Debts payable in less than one year (secured by mortgages on land and buildings): Include the portion of current payments for mortgages on land and buildings which are not self-supporting. Do not include current mortgage payments for personal residence(s) or self-supporting income property(s).

Debts payable in less than one year (secured by chattel mortgages or other liens on assets): Only include current portion of debt for assets which are listed in the appropriate section of the Personal Financial and Credit Statement.

Pledged Assets: Indicate type of asset pledged to secure letters of credit, passbook loans, and accounts used for purchase of stock options, etc.

VI. General Contractor's Questionnaire

Indicate the approximate dollar amount of contracts completed in the past three years. \$ _____

<u>Project</u>	<u>Owner</u>	<u>Contract Amount</u>	<u>Bonded (Yes No)</u>
----------------	--------------	------------------------	------------------------

Indicate the approximate amount of insurance coverage obtained for the last three years. \$ _____

Insurance Company _____

Is the general contractor under probation or disbarment by a federal or state agency or authority for compliance violations respecting federal or state regulations or policies concerning equal employment opportunity or prevailing wage regulations?

Yes _____ No _____

If "yes", describe.

Are any contracts to which the general contractor is a party under litigation or arbitration?

Yes _____ No _____

If "yes", indicate claimant, project name, approximate amount of claim(s), nature of claim(s) and present status.

Has the general contractor ever failed to complete a project?

Yes _____ No _____

If "yes", describe.

Describe the work customarily performed by the general contractor.

Complete the General Contractor's Work in Process:

[illegible]

Personal Financial and Credit Statement

U.S. Department of Housing and Urban Development
Office of Housing —
Federal Housing Commissioner



OMB No. 2502-0001 (Exp. 6-30-86)

Project Name		Number		Location	
Statement of		Date		Address	
Assets					
Cash on hand in banks (name of depository)		Balance	Total	Liabilities and Net Worth	
		\$		Accounts Payable \$	
				Notes Payable	
				Debts payable in less than one year (secured by mortgage on land and buildings)	
			\$	Debts payable in less than one year (secured by other mortgages or other items on assets)	
Accounts Receivable		\$		\$	
Less Doubtful Accounts					
Notes Receivable		\$		Other current liabilities (describe)	
Less Doubtful Notes				\$	
Stocks and Bonds — Market Value (Schedule A — reverse side)					
Other Current Assets (describe)				Total Current Liabilities \$	
		\$		Debts payable in more than one year (secured by mortgage on land and buildings)	
				Debts payable in more than one year (secured by other mortgages or other items on assets)	
Total Current Assets			\$	Other liabilities (describe)	
Real Property — at net* (Schedule B — reverse side)				\$	
Machinery, Equipment, and Fixtures — at net					
Life Insurance (Cash value less loans)					
Other Assets (describe)					
		\$		Total Liabilities	
				Net Worth	
Total Assets			\$	Total Liabilities and Net Worth \$	
*Cost, including improvements, less depreciation.					
Accounts and Notes Receivable Partner (P), Employee (E), Relative (R), or Other (O):					
Type (P, E, R, or O)	Name	Address	Maturity Date	Amount	Amount
Type (P, E, R, or O)	Name	Address	Maturity Date	Amount	Amount
Type (P, E, R, or O)	Name	Address	Maturity Date	Amount	Amount
Life Insurance		Face Value	Beneficiary		
Delinquencies					
Type Liability	Amount	Circumstances			
Type Liability	Amount	Circumstances			
Type Liability	Amount	Circumstances			
Accounts and Notes Payable					
Type (P, E, R, or O)	Name	Address	Amount	Maturity Date	Maturity Date
Type (P, E, R, or O)	Name	Address	Amount	Amount	Maturity Date
Pledged Assets					
Type Pledged	Amount	Offering Liability			
Type Pledged	Amount	Offering Liability			
Type Pledged	Amount	Offering Liability			

Note: If more space is required use a separate sheet of paper.

Replaces FHA-2417 which is obsolete.

Legal Proceedings - any legal proceedings have been instituted by creditors or any unsatisfied judgments remain on record give all the's)

Schedule A — Stocks and Bonds

[illegible]

Schedule B — Real Property (Indicate Private Residence If any)

Schedule B — Real Property (Include leasehold interest if any)	Age	Original Cost	Market Value	Assessed Value	Mortgaged For —	Insured For —
Location and Description of Land and Buildings Owned						
Totals						

1. The only way to get the best results is to use the best quality materials.

Location of Real Property	Name of Title Holders

Bank and/or Trade References

[illegible]

I hereby certify that the foregoing figures and the statements contained here, submitted to obtain mortgage insurance under the National Housing Act, are true and give a correct showing of my financial condition as of this date.

Warning — U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions"; provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration . . . makes, passes, utters, or publishes any statement or communication . . . which he knows or believes to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

SECTION J: PROJECT FEASIBILITY:
PRO FORMA AND PROFIT ANALYSIS

I. Development Cost (Pro Forma) Information

<u>Development Items:</u>	<u>Total Costs</u>	<u>Per Unit Costs</u>
Site Acquisition	\$ _____	\$ _____
<u>Hard Costs:</u>		
(a) Site Preparation	\$ _____	\$ _____
(b) Landscaping	\$ _____	\$ _____
(c) Residential Construction	\$ _____	\$ _____
(d) Subtotal Hard Costs	\$ _____	\$ _____
(e) Contingency	\$ _____	\$ _____
(f) <u>Total Hard Costs</u>	\$ _____	\$ _____
<u>Soft Costs:</u>		
(g) Permits Surveys	\$ _____	\$ _____
(h) Architectural	\$ _____	\$ _____
(i) Engineering	\$ _____	\$ _____
(j) Legal	\$ _____	\$ _____
(k) Insurance	\$ _____	\$ _____
(l) Security	\$ _____	\$ _____
(m) Developer's Fee	\$ _____	\$ _____
(n) Construction Manager	\$ _____	\$ _____
(o) Property Manager	\$ _____	\$ _____
(p) Construction Interest	\$ _____	\$ _____
(q) Financing Application Fees	\$ _____	\$ _____
(r) Utilities	\$ _____	\$ _____
(s) Maintenance (unsold units)	\$ _____	\$ _____
(t) Accounting	\$ _____	\$ _____
(u) Marketing	\$ _____	\$ _____
(v) Commissions	\$ _____	\$ _____
(w) Subtotal soft costs	\$ _____	\$ _____
(x) Contingency	\$ _____	\$ _____
(y) <u>Total Soft Costs</u>	\$ _____	\$ _____
<u>Total Development Costs</u>	\$ _____	\$ _____

II. PROFIT ANALYSIS (Should conform to information on Pro Forma)

Source:

(a) HOP Projected Sales	\$ _____
(b) MHFA Projected Sales	\$ _____
(c) Public Housing Sales	\$ _____
(d) Market Sales	\$ _____
(e) Public Grants (if any)	\$ _____
(f) Total Sales plus Grants	\$ _____

Uses:

(g) Total Development Costs	\$ _____
-----------------------------	----------

(h) Total Profit (f - g)	\$ _____
(i) Percentage Profit (h/g)	_____

Financing:

(j) Total MHFA financing ([a + b] x 95%)	\$ _____
(k) HOP subsidy funds (# of HOP units x \$13,000)	\$ _____

Cost Analysis: Provide the total building square footage and the cost per square foot for each of the following items. Items should conform to information provided on the Pro Forma.

o Total Building Square Footage:	_____
o Construction Costs per Square Foot:	\$ _____
o Hard Costs per Square Foot:	\$ _____
o Total Development Costs per Square Foot:	\$ _____
o Sales per Square Foot:	\$ _____

SECTION K: HOUSING MARKET INFORMATION

K. HOUSING MARKET INFORMATION

I. Comparables

List three recent comparable sales in the community in which the project will be located. Indicate source of information:

1. Property Address: _____
No. of Bedrooms: _____
Sq. Footage (Living Space): _____
Sales Price: _____
Date Sold: _____
Source Name: _____
Telephone No.: _____

2. Property Address: _____
No. of Bedrooms: _____
Sq. Footage (Living Space): _____
Sales Price: _____
Date Sold: _____
Source Name: _____
Telephone No.: _____

3. Property Address: _____
No. of Bedrooms: _____
Sq. Footage (Living Space): _____
Sales Price: _____
Date Sold: _____
Source Name: _____
Telephone No.: _____

List basic similarities and differences between the proposed HOP project units and the comparables.

II. Optional Market Study

MHFA staff conducts a market review of comparable housing developments located within the community and the area. While not required, developers are encouraged to submit market studies to support the marketability and projected absorption of their projects. If submitted, the market study should be consistent with the guidelines below. If a market study is not submitted, MHFA staff will prepare their own evaluations of marketability and projected absorption rates.

Guidelines for Preparing Optional Market Analysis for HOP Projects

The narrative market analysis should include the following:

- A. Executive Summary and Methodology
- B. Project Description and Site Analysis
- C. Neighborhood and Regional Descriptions
- D. Real Estate Profile of Existing Housing
- E. Market Position and Competitive Analysis
- F. Demand Assessment
- G. Findings and Recommendations

Within each major topic, certain information should be included:

- A. Executive Summary and Methodology
 - o Provide a brief synopsis of the property's market potential by discussing the purpose and findings of the study.
 - o Briefly discuss the methodology used to conduct the market study, including its limitations.
- B. Project Description and Site Analysis
 - o Provide the following project information:
 - Project name, location, housing development proposal, including number, size and type of units, description of amenities, and range of services.

- o Provide a location analysis and identify critical factors that will be particularly significant for the proposed project, including relation to major roadways, transportation, shopping, employment centers, other residential developments, etc.

C. Neighborhood and Regional Descriptions

- o Analyze existing market conditions, as follows:
 - Discuss current industry outlook and trends;
 - Identify the market area(s) for the proposed development. Explain reasons for your choice. Include map of market area(s).
 - Discuss trends in the target market over the previous 5 to 10 years, by size of population, age ranges, number of households, and household size. Develop a target market profile for this project. Comment on the implications of this data for the project.
 - Evaluate the current state of the area's economy, focusing on employment base of the area and the types of industry expected to grow during the next 5 to 10 years.
 - Analyze income levels and asset bases of the target populations, including households and per capita incomes, homeownership rates, household budgets. Discuss the implications for affordability and ownership.

D. Real Estate Profile of Housing Market

- o In table form, analyze existing housing stock. Break out single family, multi-family, condominiums; age of the housing stock and its general condition; owner-occupied vs. rental housing. Identify and discuss market segments.
- o Discuss construction activity in the housing market, including the number of housing units permitted and built in the last five years.
- o Discuss real estate activity in the local housing market, such as number of sales and price levels, relative strength of housing trends over time.
- o Discuss implications of the data for the proposed project, focusing on the need for the affordable and market-rate units being offered.

E. Market Position and Competitive Analysis

- o Identify bases of comparison between proposed and competitive properties discussed in this section. Present reasons for the choice of comparisons.

- o Identify scope of future competition, including number and type of units proposed, existing, under construction, and recently constructed that may be in competition with the proposed project; review number of units, price ranges, amenities, target market, and sales pace experience.
- o Compare the proposed housing with 4-5 competitive properties, including unit type, number, and size, location, sales prices, amenities, target market and any specific features.
- o Discuss implications of competitive activity.

F. Demand Assessment

- o Identify market segments, both for affordable and market rate units. Discuss market position of the proposed development.
- o Indicate whether sufficient demand exists for the mixed-income development by providing support data.
- o Identify any marketing strategies that should be considered.

G. Findings and Recommendations

SECTION L: ARCHITECTURAL MATERIALS AND SPECIFICATIONS

L. ARCHITECTURAL MATERIALS AND SPECIFICATIONS

1. The following architectural materials and specifications must be submitted. Please fold architectural plans and submit three sets with this application package.
 - A. One set of preliminary drawings signed by a registered architect or engineer (not larger than 30" x 42").
 - o Cover sheet showing written tabulation of:
 - Proposed buildings by type and size.
 - Dwelling unit distribution by floor, size, bedroom/bath number, and handicapped designation.
 - Square footage breakdown between commercial, residential, community and other usage in the buildings.
 - Number of parking spaces, parking ratio required and proposed.
 - Dwelling units per acre under proposed zoning.
 - Percentage breakdown of the tract to be occupied by buildings, by parking and other paved vehicular areas, and open areas.
 - o Site plan showing:
 - Lot lines, streets and existing buildings.
 - Proposed building footprint, parking, site improvements and general dimensions.
 - Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc.).
 - Wetlands, contours, ledge and other environmental constraints.
 - o Utilities plan showing:
 - Existing and proposed locations and types of sewage, water, drainage facilities, and etc.
 - o Graphic description of the design concept showing:
 - Typical building plan.
 - Typical unit plan with square footage tabulation.
 - Elevation, section, perspective or photograph.
 - Typical wall section.

B. One set of written documents showing:

- o Soils report or borings for new construction and or structural report of existing building for rehabilitation.
- o An original U.S. Geological Survey map showing location of the site.

11. HOP PROJECT CONSTRUCTION SPECIFICATION SHEET

PROJECT NAME: _____

Please list all your construction specifications, identifying any differences among the HOP units, the public housing units, and the market rate units.

Foundation Type: _____

Floor Frame: _____

Exterior Wall Framing: _____

Wall Sheathing: _____

Exterior Wall Material: _____

Roof Framing: _____

Roof Sheathing: _____

Roof Material: _____

Interior Wall Framing: _____

Insulation Level: _____

Windows: _____

Exterior Door: _____

Heating System: _____

Air Conditioning: _____

Appliances

(use G for gas and
E for electric)

_____ Cooking Range	_____ Range Hood
_____ Dryer Hookup	_____ Disposal
_____ Washer Hookup	_____ Refrigerator
_____ Microwave Oven	_____ Dishwasher
_____ Convection Oven	

Interior Finish

Living Room	_____
Dining Room	_____
Kitchen	_____
Bathroom	_____
Bedroom	_____

Exterior Deck

III. MASSACHUSETTS HOUSING FINANCE AGENCY -- ENERGY BUDGET REQUEST

This form must be submitted for any project proposing to use a fuel source other than the least expensive fuel source:

Project Name _____ MHFA Project No. _____

Unit/Building Type _____

Construction Type _____ Location _____

Describe and/or sketch unit and location (i.e. three-story townhouse end unit; 1 BR ground floor flat, middle unit, etc.)

	Area in Sq. Ft.	Un. Value
Ext. Wall	_____	_____
Glass	_____	_____
Roof	_____	_____
Ext. Floor Perimeter L'	_____	0.550
Total Sq. Ft. this unit	_____	
Height	_____	
Number of Bedrooms	_____	
Heating System Type & Fuel	_____	

Amenities Please indicate fuel type.

() Hot Water () Air Conditioning () Cooking () Clothes Dryer

Your name and title: _____

Firm _____ Telephone _____ Date _____



Report Binder
Stock No./Color

80571	Black
80572	Lt. Blue
80573	Dk. Blue
80578	Rust
80579	Exec. Red

MADE IN THE USA

